

Congressman Henry Cuellar

Speech/Press Event Request Form

Form Completed by: _____ Date: _____

General Event:

Event: _____

Description: _____

Event Location Name: _____

Event Location Address: _____

City: _____ State: _____ Zip: _____

Event Date: _____ Day of the week: _____ Time: _____ to _____

Time Congressman to arrive: _____

Speaking?:

___ Y ___ N Time to speak: _____ Introduced by: _____

Issues to be discussed by Congressman: _____

Recent issues for the group: _____

Audience size: _____ VIPs/Elected Officials to Attend: ___ Y ___ N

If so, who?: _____

Audience Description (profession, age, organization(s)): _____

Has Congressman spoken to this group before?: ___ Y ___ N If so, when, about what?: _____

Other:

Flag? ___ Y ___ N Certificate? ___ Y ___ N

Media Attending: ___ Y ___ N ___ Maybe

Media Outlet: ___ TV ___ Print ___ Radio

Photo/Bio of Congressman needed: ___ Y ___ N If so, send to: _____

Attire: ___ Casual ___ Business ___ Cocktail ___ Black Tie

Additional Comments: _____

CONTACT INFORMATION:

Contact: _____ Contact Title: _____

Contact Phone: _____ Contact e-mail address: _____

Contact Fax: _____ Contact number on day of event (preferably cell): _____

D.C. OFFICE USE:

Accepted/Declined by: _____ Date: _____

Regrets Sent by: _____ Date: _____

Congressman's Surrogate ___ Y ___ N Who? _____

*Attach all correspondence and/or records of phone or e-mail as pertains to this event